

Appendix C School Paperwork for Raising and Reporting Concerns

All staff should record concerns using the form shared on [Google Drive](#). Once completed the file should be shared with the DSL and uploaded to the confidential section of a pupil's records on Scholarpack.

Concern/Incident Recording Sheet Name:	Class:
Date/Time:	Reporting member of staff:
Others involved:	
Account of Concern/incident:	
Action taken:	